

# Adding Pictures to The Tooth Tally Wiki

## OPTIMISE IMAGES

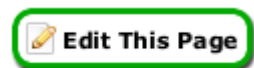
Adding pictures really makes the wiki more interesting. Take some digital photos of your class or scan some work and save the files somewhere on the computer where you can find them easily.




It's a good idea to optimise your pictures before you add them to the wiki as it will reduce the file size making the wiki pages easier to view and faster to load. This website: [www.webresizer.com](http://www.webresizer.com) provides easy, online tools to optimise pictures for the internet. There is also a comprehensive help page giving you lots of tips for preparing images for the internet. After optimising, download your picture and save it on your computer ready to upload to the wiki site.

## UPLOADING PHOTOS & IMAGES

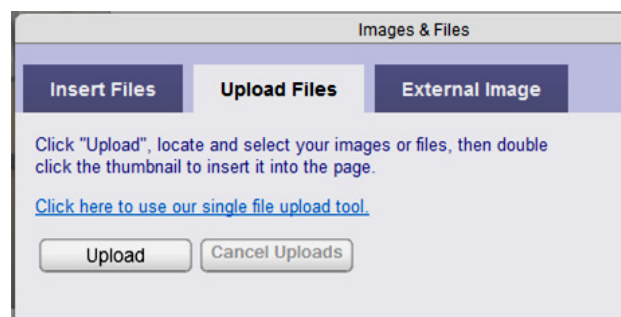
Click the links to go to the page where you want to add the picture. Click the on the **Edit This Page** button and wait for the screen to refresh.



Make sure to **click on the page** to put your cursor in the position where you want put the image.

Click on the **Images and Files** button  on the toolbar, a window will open.

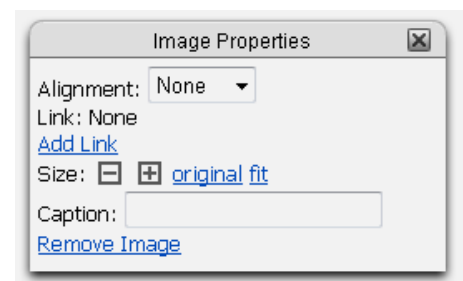
Click the **Upload Files** tab, click the **Upload** button and locate the picture you want on your computer. You will see a progress bar as the photo uploads and a thumbnail will appear.



**Double click** on the thumbnail to add the photo to the wiki page.

Once the image is on the page a pop up window will appear. This is where you can change the **alignment** (how the words wrap around the image). Make sure to enter a **caption** to describe the image.

To **resize**, you can drag the handles that appear on the image when you click on it (just as you would in Word). It is often to easier to do this after closing the Image Properties box.



Always click **Save** when you have finished, or **Cancel** if you don't want to keep the picture.

Remember, if you have any problems please ask for help! Send an email to [info@toothtally.com](mailto:info@toothtally.com).